

SENIOR LIBRARY ASSISTANT

DEFINITION

To perform a variety of clerical and specialized library duties including circulating of library materials, ordering and receiving books and other materials, preparing invoices for payment for materials ordered, and preparing new materials for circulation; to perform routine para-professional duties related to the children's section, and help with projects and programs; and to perform technical computer duties related to system security and production.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Library Assistant series. Positions at this level are distinguished from the other class within the series by the level of responsibility assumed. Employees perform the most specialized and responsible types of duties assigned to classes within this series including responsibility for a specialized function such as data entry, materials acquisition, computer operations and routine para-professional duties. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Librarian or management personnel, and may receive technical and functional supervision from a Lead Library Assistant.

May provide technical and functional supervision over pages and other library clerical staff on a project basis.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Prepare orders for books selected by a librarian; record and track orders through delivery.
2. Prepare invoices for payment of materials ordered; track fund account balances; maintain records of magazine subscription data.
3. Assist at the information desk in the children's room; help locate materials.
4. Assist visiting classes by giving tours, reading stories and finding books for children.
5. Assist in developing program plans and collecting program ideas and materials.

6. Maintain the data base for the library; enter data as necessary; produce reports from data base.
7. Perform data base maintenance and security duties; back up system on a regular basis; problem solve on system and related equipment.
8. Enter library collection data into bibliographic utility terminal to transfer records to library data base; verify, correct, and update information as needed.
9. Assist public at a circulation desk; receive and check out books, pamphlets, magazines, records and cassettes; collect fines for overdue materials; issue library cards and book reserves by entering data into the computer system.
10. Direct patrons to general topical areas of library; answer general telephone inquiries and refer other calls to appropriate library staff.
11. Sort returned books by category; set aside materials for mending; handle minor complaints.
12. Process incoming materials by labeling, bar coding, covering gluing card pockets, striping for security, and reinforcing covers.
13. Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

- A. Modern office procedures, practice, methods and computer equipment.
- B. Library methods and procedures including automated circulation, cataloging, and reference systems.
- C. Basic mathematics.

##### Ability to:

- D. Give helpful concise information to patrons by telephone and in person.
- E. Work independently using initiative to provide solutions to problems that arise with library patrons.
- F. Prioritize and handle several demands at once.

- G. Type accurately at a speed necessary for successful job performance.
- H. Work irregular shifts including Saturdays and evenings.
- I. Communicate clearly and concisely, both orally and in writing.
- J. Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of library clerical experience equivalent to the Library Assistant in the City of Hayward.

Training:

Equivalent to the completion of the twelfth grade.

PROBATIONARY PERIOD: Six months

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AAP GROUP: 16

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt